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HowTo: Connect to an Excel spreadsheet in ArcCatalog

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Software: **ArcGIS - ArcEditor 8.1 ArcGIS - ArcInfo 8.0.1, 8.0.2, 8.1 ArcGIS - ArcView 8.1**

Platforms: **Windows NT 4.0, 2000**


Summary

Steps to connect to an Excel spreadsheet from ArcCatalog. ArcCatalog can retrieve data from Microsoft Excel 5.0, 7.0, 97, or 2000 files.

Procedure

1. Create an Open Database Connectivity (ODBC) data source. [-show me-](#)
 - A. Click Start > Settings > Control Panel.
 - B. Open the ODBC Data Source Administrator.
Windows NT: Click ODBC Data Sources.
Windows 2000: Click Administrative Tools > Data Sources.
 - C. Select the User DSN tab and click the Add button.
 - D. Select Microsoft Excel Driver (*.xls) and click the Finish button.
 - E. In the ODBC Microsoft Excel Setup dialog box, type in a name (such as test_xls) and description for the data source then click the Select Workbook button.
 - F. Navigate to the Excel data file.
 - G. Click OK 3 times to exit all the dialog boxes and finish creating the new data source.
2. Place the data in the OLE DB table format. [-show me-](#)
 - A. Open .xls file in Microsoft Excel.
 - B. Select the data you want to display in ArcInfo.
 - C. Click Insert > Name > Define and type in a name for the selected cells. This name will appear in the tables list when the OLE DB connection is expanded in ArcCatalog or ArcMap.
 - D. Save the file and quit Excel.
3. Connect to the Excel file from ArcCatalog. [-show me-](#)
 - A. Start ArcCatalog.

- B. Click Database Connections.
- C. Click Add OLE DB Connection.
- D. Select Microsoft OLE DB Provider for ODBC Drivers.
- E. Click the User Data Source Name button.
- F. Select your xls file from the drop-down list. Use the Refresh button if necessary.
- G. Click the Test Connection button to verify the connection works. A message box should confirm the connection has succeeded.
- H. Click OK to finish the process.

 ArcCatalog sets the column headings based on the values contained in the first row of the Excel spreadsheet. Make sure the first row of the spreadsheet contains column headings.

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